University of Pretoria Yearbook 2018

BCom Human Resource Management (07130144)

Minimum duration of study	3 years
Total credits	411
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Programme information

The purpose of this package is to equip learners with the required knowledge and practical skills to effectively manage human resources in any organisation. These include: perception (study, research); evaluation (appraisal, measuring, selection, placing, problem identification); optimal utilisation and influencing (change, training, development, motivation, negotiation and management) of human behaviour in its interaction with the environment (physical, psychological, social, organisational) as it manifests itself in the world of work.

Admission requirements

- The following persons will be considered for admission: a candidate who is in possession of a certificate that is deemed by the University to be equivalent to the required Grade 12 certificate with university endorsement; a candidate who is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; and a candidate who is a graduate of another faculty at the University of Pretoria.
- Life Orientation is excluded when calculating the APS.

Minimum requirements								
Achievement level								APS
English				Mathematics				
NSC/IEB	HIGCSE	AS-Level	A-Level	NSC/IEB	HIGCSE	AS-Level	A-Level	
5	3	C	C	4	3	D	D	30

Additional requirements

a. General Regulations G.1 to G.15 (with the exception of Regulation G.11.2(c)) apply to a bachelor's degree.
b. A student may not take more than the prescribed number of modules per semester unless the Dean decides otherwise.
c. A student may take a module not listed as an elective module only if the prior approval of the Dean has been obtained.
d. A student who is in possession of a bachelor's degree may not present any modules passed for that degree for another field of specialisation or degree in this Faculty. (See General Regulations G.8 and G.9)
e. A module passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed module(s) at 200-level has/have been passed, unless the Dean decides otherwise, with the proviso that the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311

(ABR 311), Labour relations 320 (ABV 320) and International business management 359 and 369 (OBS 359 and 369); only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

f. A module already passed may only be repeated with the approval of the Dean.
g. A module passed may not be taken into account for more than one degree or field of specialisation.
h. It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
i. The Faculty of Economic and Management Sciences supports an outcomes-based education system and places a high premium on the development of specific academic competences. Class attendance in all modules and for the full duration of all programmes is therefore compulsory for all students.
j. The Dean has the right of authorisation regarding matters not provided for in the General Regulations or the Faculty Regulations.

Other programme-specific information

Note: See the alphabetical list of modules for prerequisites of all modules.

FRK 122 is a terminating module. Candidates taking this module will not be able to continue with Financial accounting in the second or third year.

OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.

Specialisation modules: BDO 319, 329, 373, OBS 320.

"Major subject"
To be considered a "major subject" the equivalent of four 14-week modules, including two at 300-level, must be passed provided that:

- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 and 369 (OBS 359 and 369);
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

Promotion to next study year

According to General Regulation G.3 students have to comply with certain requirements as set by the Faculty Board.

a. A student must pass at least 4 core semester or 2 core year modules to be admitted to the subsequent year of study.
b. If a student has passed less than the required minimum of 4 core semester or 2 core year modules, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the Faculty's Admissions Committee to be readmitted conditionally – with the proviso that the Admissions Committee may set further conditions with regards to the student's academic progress. The Faculty's Admissions Committee may deny a student's application for readmission.
c. If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester examinations to determine whether he/she has complied with the requirements set by the

Admissions Committee. If not, his/her studies will be suspended.

d. A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the Faculty's Admissions Committee.
e. A student may be refused promotion to a subsequent year of study if the prescribed tuition fees are not paid.
f. A student may be refused admission to the examination, or promotion to a subsequent year of study or promotion in a module (if applicable) if he/ she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.

Pass with distinction

a. A degree may be awarded with distinction provided the candidate meets the following criteria:

i. Completes the degree within three years;
ii. Obtains a Cumulative Grade Point Average CGPA) of 75%;
iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.

b. Transferees from other faculties and from other universities who still complete their bachelor degrees (including credits transferred and recognised from the degrees they registered for originally) within three years will be considered as exceptional cases by the Dean.
c. The GPA will be not be rounded up to a whole number.
d. Exceptional cases will be considered by the Dean.

General information

Minimum requirements for bachelor's degrees; semester and year modules; new regulations

1. Students who commenced their studies before 2015 must complete the programme in terms of the curriculum of the year in which they commenced their studies, or in terms of the curriculum of the year in which they switched to their current field of specialisation. Students who prefer to do so may, however, apply to change over to the latest curriculum, but then they should comply with all the requirements thereof and they may not revert to the regulations of an earlier year.
2. Students who are registering for a degree programme for the first time in 2015 must take the modules indicated under the particular field of specialisation.

Please note: Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only. It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

Curriculum: Year 1

Minimum credits: 110

Fundamental modules

Academic information management 111 (AIM 111)

Module credits	4.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Economic and Management Sciences Faculty of Humanities Faculty of Law Faculty of Health Sciences Faculty of Natural and Agricultural Sciences Faculty of Theology and Religion
Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Information Science
Period of presentation	Semester 1

Module content

Find, evaluate, process, manage and present information resources for academic purposes using appropriate technology.

Academic information management 121 (AIM 121)

Module credits	4.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Economic and Management Sciences Faculty of Humanities Faculty of Law Faculty of Health Sciences Faculty of Natural and Agricultural Sciences Faculty of Theology and Religion Faculty of Veterinary Science
Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Informatics
Period of presentation	Semester 2

Module content
Apply effective search strategies in different technological environments. Demonstrate the ethical and fair use of information resources. Integrate 21st-century communications into the management of academic information.

Academic literacy for Economic and Management Sciences 124 (ALL 124)

Module credits	6.00
Service modules	Faculty of Economic and Management Sciences
Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Module is presented in English
Department	Unit for Academic Literacy
Period of presentation	Semester 1 and Semester 2

Module content

This module intends to equip students with the competence in reading and writing required in the four high impact modules: Business Management, Financial Accounting, Statistics and Economics. Students will also be equipped to interpret and draw figures and graphs and to do computations and manage relevant formulas. During Semester 1 students engage with the online computer program MyFoundationsLab individually in a flexible learning environment, and during Semester 2 they attend the scheduled contact sessions and do the coursework. *This module is offered by the Faculty of Humanities.*

Academic orientation 107 (UPO 107)

Module credits	0.00
Language of tuition	Afrikaans and English are used in one class
Department	Economic and Management Sciences Deans Office
Period of presentation	Year

Core modules

Industrial and organisational psychology 111 (BDO 111)

Module credits	10.00
Prerequisites	No prerequisites.
Contact time	4 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Human Resource Management
Period of presentation	Semester 2

Module content
*Only for BCom / BAdmin students

Introduction to industrial and organisational psychology
Industrial and Organisational Psychology is an applied field of Psychology that is involved with employee and organisational behaviour, and which has become a study field and professional speciality in its own right. This module aims to introduce the student to:

- the history and development of psychology and industrial and organisational psychology,
- the different sub-fields in psychology with special emphasis on the sub-fields of industrial and organisational psychology,
- how the different theoretical approaches in psychology view the human psyche and their views on human behaviour,
- genetics and the biological basis of human behaviour, to better understand the differences between people and to lay the foundation for ergonomical principles,
- how scientific research can be used to understand and handle human problems and to facilitate the optimal functioning of people in their work environments.

Individual processes
This section consists of the principles of learning as found in the work context. The role of perception in the work environment will be discussed by considering aspects such as shape, depth, distance and colour perceptions. Cognition, thought, reasoning, memory, creativity and decision-making will be included. Intelligence will be addressed and placed in an industrial and organisational psychology perspective.

Economics 110 (EKN 110)

Module credits	10.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	No prerequisites.
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Economics
Period of presentation	Semester 1

Module content

This module deals with the core principles of economics. A distinction between macroeconomics and microeconomics is made. A discussion of the market system and circular flow of goods, services and money is followed by a section dealing with microeconomic principles, including demand and supply analysis, consumer behaviour and utility maximisation, production and the costs thereof, and the different market models and firm behaviour. Labour market institutions and issues, wage determination, as well as income inequality and poverty are also addressed. A section of money, banking, interest rates and monetary policy concludes the course.

Economics 120 (EKN 120)

Module credits	10.00

Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	EKN 110 GS or EKN 113 GS and at least 4 (50-59%) in Mathematics in the Grade 12 examination or 60% in STK 113 and concurrently registered for STK 123
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Economics
Period of presentation	Semester 2

Module content

This module deals with the core principles of economics, especially macroeconomic measurement the private and public sectors of the South African economy receive attention, while basic macroeconomic relationships and the measurement of domestic output and national income are discussed. Aggregate demand and supply analysis stands core to this course which is also used to introduce students to the analysis of economic growth, unemployment and inflation. The microeconomics of government is addressed in a separate section, followed by a section on international economics, focusing on international trade, exchange rates and the balance of payments. The economics of developing countries and South Africa in the global economy conclude the course.

Financial accounting 111 (FRK 111)

Module credits	10.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Law Faculty of Natural and Agricultural Sciences
Prerequisites	No prerequisites.
Contact time	4 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Accounting
Period of presentation	Semester 1

Module content

The nature and function of accounting; the development of accounting; financial position; financial result; the recording process; processing of accounting data; treatment of VAT; elementary income statement and balance sheet; flow of documents; accounting systems; introduction to internal control and internal control measures; bank reconciliations; control accounts; adjustments; financial statements of a sole proprietorship; the accounting framework.

Financial accounting 122 (FRK 122)

Module credits	12.00

Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Law Faculty of Natural and Agricultural Sciences
Prerequisites	FRK 111 GS or FRK 133, FRK 143
Contact time	4 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Accounting
Period of presentation	Semester 2

Module content

Budgeting, payroll accounting, taxation – income tax and an introduction to other types of taxes, credit and the new Credit Act, insurance, accounting for inventories (focus on inventory and the accounting entries, not calculations), interpretation of financial statements.

Business management 114 (OBS 114)

Module credits	10.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	May not be included in the same curriculum as OBS 155
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Business Management
Period of presentation	Semester 1

Module content

Introduction to business management as a science; the environment in which the enterprise operates; the field of business, the mission and goals of an enterprise; management and entrepreneurship. Responsible leadership and the role of a business in society. The choice of a form of enterprise; the choice of products and/or services; profit and cost planning for different sizes of operating units; the choice of location; the nature of production processes and the layout of the plant or operating unit.
Introduction to and overview of general management, especially regarding the five management tasks: strategic management; contemporary developments and management issues; financial management; marketing and public relations. Introduction to and overview of the value chain model; management of the input; management of the purchasing function; management of the transformation process with specific reference to production and operations management; human resources management and information management; corporate governance and black economic empowerment (BEE).

Business management 124 (OBS 124)

Module credits	10.00

Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	Admission to the examination in OBS 114
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Business Management
Period of presentation	Semester 2

Module content

The nature and development of entrepreneurship; the individual entrepreneur and characteristics of South African entrepreneurs. Creativity and innovation, opportunity finding and exploitation. The business plan and resource requirements are explored. Getting started (business start up). Exploring different routes to entrepreneurship: entering a family business, buying a franchise, home-based business and the business buyout. This semester also covers how entrepreneurs can network and find support in their environments. Case studies of successful entrepreneurs - also South African entrepreneurs - are studied.

Statistics 110 (STK 110)

Module credits	13.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	At least 5 (60-69%) in Mathematics in the Grade 12 examination. Candidates who do not qualify for STK 110 must register for STK 113 and STK 123
Contact time	1 practical per week, 1 tutorial per week, 3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Statistics
Period of presentation	Semester 1

Module content

Descriptive statistics:
Sampling and the collection of data; frequency distributions and graphical representations. Descriptive measures of location and dispersion.
Probability and inference:
Introductory probability theory and theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

Statistics 113 (STK 113)

Module credits	11.00

Service modules	Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	No prerequisites.
Contact time	1 practical per week, 1 tutorial per week, 3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Statistics
Period of presentation	Semester 1

Module content

*On its own, STK 113 and 123 will not be recognised for degree purposes, but exemption will be granted for STK 110.
Data operations and transformations:
Introductory concepts, the role of statistic, various types of data and the number system. Concepts underlying linear, quadratic, exponential, hyperbolic, logarithmic transformations of quantitative data, graphical representations, solving of equations, interpretations. Determining linear equations in practical situations. Characteristics of logarithmic functions. The relationship between the exponential and logarithmic functions in economic and related problems. Systems of equations in equilibrium. Additional concepts relating to data processing, functions and inverse functions, sigma notation, factorial notation, sequences and series, inequalities (strong, weak, absolute, conditional, double) and absolute values.
Descriptive statistics – Univariate:
Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion. Introductory probability theory. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.
The weekly one hour practical is presented during the last seven weeks of the semester.

Statistics 120 (STK 120)

Module credits	13.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	STK 110 GS or both STK 113 GS and STK 123 GS or both WST 133 and WST 143 or STK 133 and STK 143
Contact time	1 practical per week, 1 tutorial per week, 3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Statistics
Period of presentation	Semester 2

Module content

Multivariate statistics:
Analysis of variance, categorical data analysis, distribution-free methods, curve fitting, regression and correlation, the analysis of time series and indices.
Statistical and economic applications of quantitative techniques:
Systems of linear equations: drafting, matrices, solving and application. Optimisation; linear functions (two and more independent variables), non-linear functions (one and two independent variables). Marginal and total functions. Stochastic and deterministic variables in statistical and economic context: producers' and consumers' surplus, distribution functions, probability distributions, probability density functions. Identification, use, evaluation, interpretation of statistical computer packages and statistical techniques.
This module is also presented as an anti-semester bilingual module.

Statistics 123 (STK 123)

Module credits	12.00
Service modules	Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	STK 113 GS
Contact time	1 practical per week, 1 tutorial per week, 3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Statistics
Period of presentation	Semester 2

Module content

*On its own, STK 113 and 123 will not be recognized for degree purposes, but exemption will be granted for STK 110.
Optimisation techniques with economic applications: Data transformations and relationships with economic applications, operations and rules, linear, quadratic, exponential, hyperbolic and logarithmic functions; systems of equations in equilibrium, system of linear inequalities, solving of linear programming problems by means of the graphical and extreme point methods. Applications of differentiation and integration in statistic and economic related problems: the limit of a function, continuity, rate of change, the derivative of a function, differentiation rules, higher order derivatives, optimisation techniques, the area under a curve and applications of definite integrals. Probability and inference: Theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one-sample and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. The weekly one hour practical is presented during the last seven weeks of the semester.

Curriculum: Year 2

Minimum credits: 153

Fundamental modules

Introduction to moral and political philosophy 251 (FIL 251)

Module credits	10.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences
Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Afrikaans and English are used in one class
Department	Philosophy
Period of presentation	Quarter 2, 3 and 4

Module content

In this module students are equipped with an understanding of the moral issues influencing human agency in economic and political contexts. In particular philosophy equips students with analytical reasoning skills necessary to understand and solve complex moral problems related to economic and political decision making. We demonstrate to students how the biggest questions concerning the socio-economic aspects of our lives can be broken down and illuminated through reasoned debate. Examples of themes which may be covered in the module include justice and the common good, a moral consideration of the nature and role of economic markets on society, issues concerning justice and equality, and dilemmas of loyalty. The works of philosophers covered may for instance include that of Aristotle, Locke, Bentham, Mill, Kant, Rawls, Friedman, Nozick, Bernstein, Dworkin, Sandel, Walzer, and MacIntyre.

Core modules

Industrial and organisational psychology 221 (BDO 221)

Module credits	10.00
Prerequisites	BDO 111 GS. May not be included in the same curriculum as SLK 110/120
Contact time	4 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Human Resource Management
Period of presentation	Semester 1

Module content

*Only for BCom / BAdmin students

Human development and personality
This module consists of a discussion of the life span and important periods in human development with emphasis on their meaning in the work context. With regard to personality, the following themes will be addressed: the cultural context of personality, its formation and determinants of personality; personality as determinant of behaviour as well as the development and maintenance of self-image. Attention will be given to the basic methods of personality measuring and personality assessment.

Motivation and employee well-being
One of the many factors that form part of individual processes is Motivation and Emotion. An understanding of individual processes will contribute to an understanding of how and why employees perform in their workplaces. The first part of this semester course aims to introduce the student to the foundational theories of motivation and emotion. The second part of this semester course is concerned with the recognition and classification of psychological disorders and the management and promotion of psychological well-being in organisations. A positive view of psychological health aims at facilitating people's inner resources or strengths and resiliencies so that they stay healthy and cope effectively.

Industrial and organisational psychology 222 (BDO 222)

Module credits	16.00
Prerequisites	BDO 111 GS, BDO 221 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Semester 2

Module content

*Only for BCom / BAdmin students

Group behaviour and leadership
This module will focus on organisational behaviour with specific reference to the principles of group behaviour and the role of work teams in the organisation. Particular attention will be paid to group development, group interaction, group structures, group processes and the promotion of team performance in the organisation. Leadership and the effect of power and politics in the organisation will be studied. The function of leadership in individual, group and task-oriented behaviour will also be addressed.

Organisational behaviour
The behavioural basis for organisational structuring and organisation design will be addressed. This will include organisational culture as an important facet in any organisation. The dynamics and approaches to organisational change will be addressed with specific reference to the role of change agents, resistance to change and organisational development with a practical discussion of the contemporary problems of organisational change, personnel turnover, fatigue, boredom, absenteeism, conflict accidents.

Industrial and organisational psychology 223 (BDO 223)

Module credits	16.00

Prerequisites	BDO 111 GS, BDO 221 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Semester 2

Module content

*Only for BCom / BAdmin students

Employee health and ergonomics

This section focuses on actual and important aspects of safety and health management in organisations, as well as the nature and role of ergonomics therein. These aspects are theoretically and practically covered, providing the student with the knowledge and skills required in the organisational psychology and human resource management field.

Workforce diversity

This section will focus on the development of sensitivity towards a diverse employee corps and the development of mutual respect and tolerance between individuals and groups in any organisation. Particular attention will be given to the prerequisites for the effective implementation of a diversity management programme in an organisation.

Industrial and organisational psychology 272 (BDO 272)

Module credits	12.00
Prerequisites	Only available for BCom (Human Resource Management) students.
Contact time	1 lecture per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Year

Module content

*Only available for BCom (Human Resource Management) students. Psychometrics
This module focuses on the basic concepts of psychological assessment. This includes the following aspects: fundamental, ethical and legal problems in psychological testing; test validity and reliability; test bias; test interpretation methods; the effective application of different kinds of psychometric tests and the use of computers in the application and interpretation of tests.

Business law 210 (BER 210)

Module credits	16.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Natural and Agricultural Sciences
Prerequisites	No prerequisites.

Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Mercantile Law
Period of presentation	Semester 1

Module content

Basic principles of law of contract. Law of sales, credit agreements, lease.

Business law 220 (BER 220)

Module credits	16.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Natural and Agricultural Sciences
Prerequisites	Examination entrance for BER 210
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Mercantile Law
Period of presentation	Semester 2

Module content

Labour law. Aspects of security law. Law of insolvency. Entrepreneurial law; company law, law concerning close corporations. Law of partnerships.

Communication management 282 (KOB 282)

Module credits	5.00
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Department	Divsion of Communication Management
Period of presentation	Quarter 2

Module content

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 281–284 may be taken as a module where necessary for a programme.

Applied business communication skills

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided. The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

Business management 210 (OBS 210)

Module credits	16.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Natural and Agricultural Sciences
Prerequisites	OBS 114 or 124 with admission to the examination in the other
Language of tuition	Separate classes for Afrikaans and English
Department	Business Management
Period of presentation	Semester 1

Module content

Logistics management
The role of logistics in an enterprise; definition and scope of customer service; electronic and other logistics information systems; inventory management; materials management with special reference to Japanese systems; management of the supply chain. Methods of transport and transport costs; types and costs of warehousing; electronic aids in materials handling; cost and price determination of purchases; organising for logistics management; methods for improving logistics performance.

Business management 220 (OBS 220)

Module credits	16.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Natural and Agricultural Sciences
Prerequisites	OBS 114 or 124 with admission to the examination in the other
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Business Management
Period of presentation	Semester 2

Module content

Project management: Introduction
Project management concepts; needs identification; the project, the project manager and the project team; types of project organisations; project communication and documentation.
Planning and control: planning, scheduling and schedule control of projects; resource considerations and allocations; cost planning and performance evaluation.

Social research: Introductory methodology 210 (RES 210)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Natural and Agricultural Sciences

Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Psychology
Period of presentation	Semester 1

Module content

The module introduces methods of inquiry in the social sciences and humanities. The purpose of this module is to introduce students to the research process in order to equip them with the necessary competence to:
• identify social problems, formulate research questions and hypotheses;
• have a basic understanding of writing the literature review and research proposal;
• know and select relevant methods of inquiry;
• be aware of the necessity of conducting ethically sound research; and
• interpret and present data graphically.

Curriculum: Final year

Minimum credits: 138

Core modules

Labour law 311 (ABR 311)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	1 tutorial every 2nd week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Mercantile Law
Period of presentation	Semester 1

Module content

Basic principles of the employment contract. Collective labour law. Statutory conditions of employment. Individual labour disputes. Collective labour disputes. Settlement procedures.

Labour relations 320 (ABV 320)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Human Resource Management
Period of presentation	Semester 2

Module content

The theoretical basis of Labour Relations
In this section the basic concepts, historical context and theoretical approaches to the field of labour relations will be discussed. The institutional framework in which labour relations operates, will be addressed with particular emphasis on the structural mechanisms and institutional processes. The service relationship that forms the basis of labour relations practices, will also be analysed.
Labour Relations practice
In this section students are taught the conceptual and practical skills related to practice aspects such as handling of grievances, disciplining, retrenchments, collective bargaining, industrial action and dispute resolution.

Industrial and organisational psychology 319 (BDO 319)

Module credits	20.00
Service modules	Faculty of Health Sciences
Prerequisites	BDO 110, 120; BDO 219 GS, BDO 229 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Semester 1

Module content

Human resource management systems
This section provides an introduction to human resource management systems and addresses current developments and problems in the field, which will be comprehensively addressed and include the following: job analysis, description, specification, and design, remuneration theory and systems, job evaluation and grading as well as benefit and fringe-benefit systems. Remuneration systems as motivation for employees will also be included.
Human resources provision
Human resources provision will be presented from an industrial psychological perspective and will include the following themes: human resources planning;
macro and micro variables which could affect personnel forecasting and provision; human resource information systems; the auditing of skills as well as techniques such as recruitment, selection, placement and induction.

Industrial and organisational psychology 329 (BDO 329)

Module credits	20.00
Service modules	Faculty of Health Sciences
Prerequisites	BDO 319 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Semester 2

Module content

Performance management, training and development
This section will address the main characteristics of a performance management system and will focus on the strategic and motivational value of the process and will address the following: the basic concepts in performance management, the performance management process, performance management methods, and the performance appraisal interview. This module will also address training and development in the workplace and will specifically emphasise the training process. This will include: basic concepts in training and development, the training process, needs assessment, design and implementation of a training programme and legislation related to training and development in SA.

People and career development
This section will address current methods that can be used to develop human resources and to present career development programmes in order to promote performance at both an individual and organisational level. Emphasis will be on the implications of changes in organisations to careers, career concepts, career management models, life and career stages, career issues, organisational choice, career development support practices, and emerging human resource practices. The integration of individual career expectations with the organisation's requirements and strategies will be illustrated using the career management literature.

Industrial and organisational psychology 371 (BDO 371)

Module credits	12.00
Prerequisites	Only available to BCom (Human Resource Management) students.
Contact time	1 lecture per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Year

Module content

*Only available for BCom (Human Resource Management) students.

Human resource management practices
In this module the virtual organisation will be established. Students will act as ''human resource practitioners'' in this organisation. The full spectrum of human resource practices will be applied and practised. The student will be given the opportunity to prepare and present reports, to practise and apply techniques, to work on projects within teams as well as to assess processes.

Industrial and organisational psychology 372 (BDO 372)

Module credits	16.00
Prerequisites	Only available for BCom (Human Resource Management) students.
Contact time	2 lectures per week
Language of tuition	Module is presented in English
Department	Human Resource Management
Period of presentation	Semester 1

Module content
*Only available for BCom (Human Resource Management) students.

The modules will focus on the use of psychological testing and other evaluation methods in organisational context. The following themes will be addressed: the transfer of test results in organisations; compilation of capability/competency profiles; conducting of interviews in the workplace and the practical application thereof. Application of ethical assessment practices in the work context; application of assessment centres; video simulation tests; situational judgement tests (SJT); value-scales and career guidance tests as well as an introduction to the measuring of personality will be included in the module.

Industrial and organisational psychology 373 (BDO 373)

Module credits	20.00
Prerequisites	RES 210 GS; Only available for BCom (Human Resource Management) students.
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Department	Human Resource Management
Period of presentation	Semester 2

Module content

*Only available for BCom (Human Resource Management) students.

Research methodology for human resources practice
This module places research methodology within the context of human resource management and industrial and organisational psychology. Emphasis is placed on the practical application and conducting of research through practical research projects. This module places emphasis on: problem statement; identification of variables; the use and creation of a questionnaire and interview schedule for the collection of data; selection and application of basic research designs; use and interpretation of descriptive statistics; research ethics in practice; reporting of results through a research report.

Business management 320 (OBS 320)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education
Prerequisites	OBS 114 or 124 with admission to the examination in the other
Language of tuition	Separate classes for Afrikaans and English
Department	Business Management
Period of presentation	Semester 2

Module content

Strategic management analysis and formulation
Basic concepts; formulation of mission; policy and objectives; external evaluation of the business environment; internal evaluation of the enterprise; including intellectual assets; the formulation and development of a strategic plan.
Strategic management implementation
The role of management in strategy implementation; budgets as instrument in the implementation process; leading processes of change within enterprises; supporting policies, procedures and information systems for implementation in the various functional areas; evaluation and control of implementation.

The information published here is subject to change and may be amended after the publication of this information. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.